

## Administrative Assistant

### Job Description

This position has a variety of tasks and responsibilities.

- Attends meetings for various boards and commissions and record the minutes.
- Maintaining Transfer Station Permits, including sales
- Submission of Bi-Weekly Payroll and Accounts Payable Warrants
- Maintaining files for various boards and commissions
- Posting Meeting Agendas
- Assists with the preparation and processing of paper work after meetings
- Assists with annual license renewals
- Assists with annual appointments
- Organization of Records Retention
- Assist with Public Records Requests
- Random Tasks, as assigned.